

Our Sunday Visitor

Date Posted: October 15, 2009

Job Title: **Outside Sales Representative for the Central Plains**

Job Summary:

This position is responsible for calling on schools and parishes and following through to close sales and meeting sales goals defined by Sales Manager, maintaining relationships with diocesan officials, maintaining and updating current database, keeping product update, managing and utilizing consultants effectively. This position is responsible for the Central Plains territory consisting of schools and parishes located in: Indiana, Kansas, Oklahoma, Arkansas and Missouri.

Essential Job Functions (*=Non-essential tasks):

- Incumbent will be working with customer service, marketing, sales departments along with other members of the management team on available services, supplies, prices and products
 - Incumbent must be able to close a sale and be able to meet defined sales goals within a given time frame
 - Is recommended that incumbent have vast knowledge of the Catholic catechetical field
 - Incumbent will be working with Catholic churches and diocese that are current customers and potential new customers on a daily basis about available services, prices and products
 - Incumbent is expected to vary use of computer and telephone calls with face-to-face visits to potential customers, with a strong emphasis on more personal visits
- * Other duties as required

Requirements:

Experience:

- Previous sales experience in an educational publishing environment and/or teaching experience of a minimum of two years is preferred or a minimum of five years of outside sales experience is required
- Previous computer experience with Microsoft Outlook, Word and Excel is necessary
- Knowledge of the Catholic catechetical field is preferred

Education:

- Bachelors degree in sales or related area is highly preferred
- Associates degree or high school education with minimum five years of sales experience is required

Skills and Abilities:

- Good organizational skills
- Excellent verbal and written communication skills
- Knowledge of or experience with Catholic school and parish markets preferred
- Knowledge of the Catholic catechetical field is highly desired
- Must be willing to travel 70 to 80%
- Ability to meet daily goals and meet deadlines
- Daily customer calls and/or visits in the field
- Be able to stand and sit at an exhibit for a period of six hours
- Ability to set up and take down an exhibit and lift up to 50 pounds
- Evening and weekend work required periodically throughout the year
- Knowledge of selling techniques and ability to close sales

****NO RELOCATION WILL BE OFFERED FOR THIS POSITION****

(The above statements describe the general nature and level of work being performed in this job. They are not intended to be an exhaustive list of all duties, and indeed additional responsibilities may be assigned, as required, by management).